



Entering A Contact: 6 Steps

Fields with * are required to create your contact.
Fields with + are required by the state to track data.

Click  **Contacts** at the left of the screen and then select  **New** at the top.

New Contact
Contact · MDA Form ▾

ARIAS Contact Assessments All Activities Recent Monitoring History

Basic Info

Needs a Phone Call ☐ No

🔒 C# ---

🔒 Event # 1

First Name * Sandy

Last Name * Castle

Preferred Name ---

Date of Birth (DOB) + 12/3/1997

#1: Basic Info

- First Name*
- Last Name*
- Date of Birth+ (necessary for digital outreach)

The **Needs a Phone Call** button allows you to flag a contact who is higher priority to receive a phone call. **Check with your supervisor and your local policies to see if you should be using this toggle.**

Source Case Information

Ongoing Exposure ☐ No

NC-COVID Event ID +
of Source Patient #1 101454458
(Use the number ...)

Last Date of Exposure *
to Source Patient #1 11/18/2020

NC-COVID Event ID
of Source Patient #2 101345323
(Use the number ...)

Last Date of Exposure
to Source Patient #2 11/24/2020

#2: Source Case Information

- Ongoing Exposure (if, for example, your contact lives with a case patient)
- NC-COVID Event ID+
- Last Date of Exposure*

If you do not have an NC-COVID Event ID, include Source Patient Name and Birthdate.

Personal Info

Employer Hermit Crab Inc.

Job Title Builder

Preferred language + English

Other Preferred Language ---

#3: Personal Info


- Employer (if known)
- Preferred Language+

Contact Information	
Country Code	---
Primary Phone (will be used for text messages)	1-222-444-6668
Phone #2	1-111-333-5557
Phone #3	---
Email	sandy@castle.com
Preferred Method of Contact	Phone Call

#4: Contact Information

- Primary Phone *(no country code or dashes needed - this number will be used for automated text outreach if applicable)*
- Email
- Preferred Method of Contact+

If you set Preferred Method of Contact to "Text Message" or "Email," a Primary Phone number or Email will become required.

Address	
Address Line 1	1000 Hightide Way
Address Line 2	---
City	Shovel
State	* NC - North Carolina
Postal Code	27949
County	*  Nash



#5: Address

- Address Line 1 *(street address)*
- City
- State*
- Postal Code
- County* *(use county of case if not known)*

Demographic Info	
Is Student	<input checked="" type="radio"/> No
 Calculated Age	---
Manual Age (if DOB is not available)	---
Gender	+ Female
Race	+ Prefer not to answer
Ethnicity	+ Not Hispanic or Latino

#6: Demographic Information

- Is Student *(if known)*
- Manual Age *(if no DOB)*
- Gender+
- Race+
- Ethnicity+

Save your work  Save to finish. If needed, you can then use **"Assign"**  Assign at the top of the screen and single-click "Me" to input a "User or Team" and assign this contact to them. **You're all done!**